



***New Jersey Department of the Treasury,
Division of Contract Compliance and
Equal Employment Opportunity
(Public Contracts),
Public Agency Regulations
For Awarding Public Contracts Pursuant
to P.L. 1975, C. 127
(N.J.A.C. 17:27)***



Overview

- ◆ Public Agency Responsibilities and Equal Employment Rules
- ◆ Comments on the Awarding of Goods, Services and Professional Services Contracts
- ◆ Comments on the Awarding of Construction Contracts
- ◆ Equal Employment Procedure Flow Chart
- ◆ Equal Employment Mandatory Language Exhibit “A” (Goods, Services, and Professional Services Contracts)
- ◆ Equal Employment Mandatory Language Exhibit “B” (Construction Contracts)
- ◆ Sample Federal Letter of Approval From the US Department of Labor
- ◆ Sample Equal Employment Employee Information Report Form AA302 for Goods, Services and Professional Services Contracts
- ◆ Sample Certificate of Employee Information Report
- ◆ Sample Equal Employment Initial Project Workforce Report Form AA201 for Construction Contracts
- ◆ Requisition Form for Equal Employment Forms
- ◆ Public Agency Compliance Officer Notification Form



Public Agency Responsibilities and Equal Employment Rules

Designation of Public Agency Compliance Officer (P.A.C.O)

THE AGENCY SHALL DESIGNATE AN OFFICER OR EMPLOYEE TO SERVE AS A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.CO.), WHOSE NAME, TITLE, BUSINESS ADDRESS, TELEPHONE NUMBER AND FAX NUMBER SHALL BE FORWARDED TO THE DIV. OF CONTRACT COMPLIANCE & EEO OFFICE BY JANUARY 10, OF EACH YEAR.

NOTE: THE P.A.C.O. IS THE LIAISON OFFICIAL FOR MATTERS CONCERNING P.L. 1975, C.127 (N.J.A.C. 17:27) AND SHOULD HAVE THE AUTHORITY TO RECOMMEND THE APPROPRIATE CORRECTIONS TO THE AGENCY'S CONTRACTING PROCEDURES. THE P.A.C.O. MAY BE AN EXISTING EMPLOYEE



Public Agency Responsibilities and Equal Employment Rules (continued)

Equal Employment Mandatory Bid Statement

THE AGENCY MUST INCLUDE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR BIDS THE FOLLOWING LANGUAGE.

“BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, C. 127 (N.J.A.C. 17:27)”

NOTE: FOR GOODS, SERVICES AND PROFESSIONAL SERVICES WHICH ARE EXEMPT FROM PUBLIC BIDDING PROCEDURES, THE AGENCY SHALL INCLUDE IN THEIR SOLICITATION OR REQUEST FOR PROPOSAL THE FOLLOWING LANGUAGE.

“IF AWARDED A CONTRACT YOUR COMPANY/FIRM WILL BE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, C. 127 (N.J.A.C. 17:27)”



Public Agency Responsibilities and Equal Employment Rules (continued)

Equal Employment Mandatory Contract Language

*ALL GOODS, SERVICES AND PROFESSIONAL SERVICES CONTRACTS
MUST INCLUDE THE EQUAL EMPLOYMENT LANGUAGE OF **EXHIBIT**
“A”*

*ALL CONSTRUCTION CONTRACTS MUST INCLUDE THE EQUAL
EMPLOYMENT MANDATORY LANGUAGE OF **EXHIBIT “B”**.*



Public Agency Responsibilities and Affirmative Action Rules (continued)

Affirmative Action Evidence

DISTRIBUTE THE APPROPRIATE AFFIRMATIVE ACTION FORMS TO THE SUCCESSFUL BIDDER AFTER THE NOTIFICATION OF INTENT TO AWARD OR AT THE TIME OF AWARD.

****EMPLOYEE INFORMATION REPORT (AA302) Procurement & Services***

****INITIAL PROJECT WORKFORCE REPORT (AA201) Construction***

*REQUIRE THE VENDORS/CONSTRUCTION CONTRACTORS TO SUBMIT THE APPROPRIATE DOCUMENT AS INDICATED. ONE COPY TO PUBLIC AGENCY. TWO COPIES TO THE DIV. OF CONTRACT COMPLIANCE & EEO.
(SEE STEP NO. 3 OF THE PUBLIC AGENCY FLOW CHART)*

MAINTAIN WITH CONTRACTS THE VENDORS /CONSTRUCTION CONTRACTORS AFFIRMATIVE ACTION DOCUMENTS FOR REVIEW BY THE DIV. OF CONTRACT COMPLIANCE & EEO OFFICE.



Public Agency Responsibilities and Affirmative Action Rules (continued)

Training Fund Requirements

INCLUDE IN ALL CONSTRUCTION PROJECTS OF \$2,500,000. (\$1,000,00. FOR STATE AGENCIES) OR MORE 1/2 OF 1 PERCENT OF THE TOTAL PROJECT COST FOR OUTREACH AND TRAINING PROGRAMS. AND SUBMIT TO THE DIVISION OF CONTRACT COMPLIANCE AND EEO OFFICE WRITTEN VERIFICATION OF THE TRAINING FUNDS.

NOTE: THE DIVISION OF CONTRACT COMPLIANCE AND EEO OFFICE WILL DETERMINE THE NEED AND HOW THESE FUNDS WILL BE USED.

THE UNUSED AMOUNT WILL REVERT TO THE PUBLIC AGENCY AT THE TIME THE PROJECT IS COMPLETED.



Public Agency Responsibilities and Affirmative Action Rules (continued)

Emergency Service Contracts or Services

THE PUBLIC AGENCY MAY AWARD A PUBLIC CONTRACT WITHOUT FOLLOWING THE AFFIRMATIVE ACTION PROCEDURES IN AN EMERGENCY SITUATION. IN SUCH A SITUATION THE PUBLIC AGENCY SHALL DOCUMENT THAT AN ACTUAL OR IMMINENT EMERGENCY EXISTS WHICH REQUIRES THE AGENCY TO IMMEDIATELY AWARD A CONTRACT FOR THE DELIVERY OF AN ARTICLE OR PERFORMANCE OF A SERVICE AND THAT TO DELAY AWARD OF THE CONTRACT WOULD ENDANGER THE PUBLIC HEALTH, SAFETY AND WELFARE.



-Comments-

AWARDING OF GOODS, SERVICES AND PROFESSIONAL SERVICES CONTRACTS ONLY!

THE SUCCESSFUL BIDDER IS REQUIRED TO SUBMIT TO THE PUBLIC AGENCY ONE OF THE FOLLOWING:

1. IF THE CONTRACTOR HAS **FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL** WHICH CONSISTS OF A VALID **LETTER FROM THE OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS "OFCCP"** (GOOD FOR ONE YEAR OF THE DATE OF THE LETTER).

* A PHOTO COPY OF THE LETTER OF APPROVAL IS TO BE SUBMITTED TO THE PUBLIC AGENCY (OR)

2. IF THE CONTRACTOR HAS A **CERTIFICATE OF EMPLOYEE INFORMATION REPORT**.

* A PHOTO COPY OF THE CERTIFICATE IS TO BE SUBMITTED TO THE PUBLIC AGENCY (EXPIRATION DATE ON CERTIFICATE) (OR)

3. IF THE COMPANY HAS NONE OF THE ABOVE THE PUBLIC AGENCY IS REQUIRED TO PROVIDE THE CONTRACTOR WITH AN **INITIAL AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (Form AA302)**

* A COMPLETED INITIAL AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302) IS TO BE SUBMITTED TO THE PUBLIC AGENCY



-Comments- (continued)

AWARDING OF GOODS, SERVICES AND PROFESSIONAL SERVICES CONTRACTS ONLY! **(continued)**

NOTE: THE FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL OR THE CERTIFICATE OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT MAY BE REQUESTED PRIOR TO THE AWARD OF THE CONTRACT

THE AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302) IS ONLY TO BE PROVIDED TO THE SUCCESSFUL CONTRACTOR/VENDOR.

THE PUBLIC AGENCY MAY REQUIRE THE SUCCESSFUL CONTRACTOR/VENDOR TO SUBMIT THEIR AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (MARKED PUBLIC AGENCY) AT THE TIME THE SIGNED CONTRACT IS RETURNED TO THE AGENCY.

AT THE TIME OF AWARD IF THE CONTRACTOR DOES NOT SUBMIT THE AFFIRMATIVE ACTION DOCUMENT; THE PUBLIC AGENCY MUST DECLARE THE CONTRACTOR AS BEING NON-RESPONSIVE AND AWARD THE CONTRACT TO THE NEXT LOWEST BIDDER.



-Comments- (continued)

AWARDING OF CONSTRUCTION CONTRACTS ONLY!

THE PUBLIC AGENCY IS REQUIRED TO PROVIDE AN **INITIAL PROJECT MANNING REPORT (AA201)** TO ALL CONSTRUCTION CONTRACTORS RECEIVING AN AWARD THAT MEETS OR EXCEEDS THE BIDDING THRESHOLD.

THE PUBLIC AGENCY MUST REQUIRE THE SUCESSFUL CONSTRUCTION CONTRACTOR TO SUBMIT THEIR INITIAL PROJECT WORKFORCE REPORT (COPY MARKED PUBLIC AGENCY) AT THE TIME OF AWARD.

NOTE: THE INITIAL PROJECT WORKFORCE REPORT (AA201) MUST BE SUBMITTED.

IF THE CONSTRUCTION CONTRACTOR DOES NOT SUBMIT THE INITIAL PROJECT WORKFORCE REPORT (AA201) WITHIN THE REQUIRED TIME PERIOD THE PUBLIC AGENCY MAY EXTEND THE TIME PERIOD TO THE FOURTEENTH CALENDAR DAY.

IF BY THE FOURTEENTH CALENDAR DAY THE CONTRACTOR DOES NOT SUBMIT THE AFFIRMATIVE ACTION DOCUMENT, THE PUBLIC AGENCY MUST DECLARE THE CONTRACTOR AS BEING NON-RESPONSIVE AND AWARD THE CONTRACT TO THE NEXT LOWEST RESPONSIBLE BIDDER.



Equal Employment Procedure Flow Chart

EQUAL EMPLOYMENT PROCEDURES IN AWARDING PUBLIC CONTRACTS

=====

1. INCLUDE MANDATORY LANGUAGE
IN ADVERTISEMENT FOR BIDS

2. INCLUDE APPROPRIATE MANDATORY LANGUAGE
IN EITHER THE CONTRACT OR THE BID
SPECIFICATIONS

3. REQUIRED AFFIRMATIVE ACTION EVIDENCE
CONSTRUCTION
FROM CONTRACTOR OR VENDOR.

BIDDERS ARE REQUIRED TO COMPLY WITH THE
REQUIREMENTS OF P.L. 1975, C. 127 (N.J.A.C. 17:27)

GOODS, SERVICES AND PROFESSIONAL
SERVICES CONTRACTS

MANDATORY LANGUAGE OF
EXHIBIT 'A'

ALL SUCCESSFUL VENDORS MUST

SUBMIT ONE OF THE FOLLOWING
FORMS OF EVIDENCE:

- =====
1. LETTER OF FEDERAL APPROVAL
OR
 2. CERTIFICATE OF EMPLOYEE
INFORMATION REPORT
OR
 3. COMPLETE FORM AA302
- =====

EQUAL EMPLOYMENT EVIDENCE MUST
BE SUBMITTED WITHIN 7 DAYS AFTER
RECEIPT OF THE NOTIFICATION OF
INTENT TO AWARD THE CONTRACT OR
RECEIPT OF THE CONTRACT, WHICHEVER
IS SOONER

CONSTRUCTION CONTRACTS

MANDATORY LANGUAGE OF
EXHIBIT 'B'

ALL SUCCESSFUL

CONTRACTORS MUST SUBMIT THE
FOLLOWING FORM OF EVIDENCE:

- =====
1. COMPLETE FORM AA201.
- =====

EQUAL EMPLOYMENT EVIDENCE MUST
BE SUBMITTED NO LATER THAN 3 DAYS
AFTER SIGNING OF THE CONTRACT



Exhibit A

(Revised 1994)

P.L. 1975, C. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, up- grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.



Exhibit A

(continued)

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance and EEO Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time



Exhibit A

(continued)

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27)



Exhibit B

(Revised 1994)

P.L. 1975, C. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE

CONSTRUCTION CONTRACTS

- ◆ During the performance of this contract, the contractor agrees as follows:
- ◆ a. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, up grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- ◆ b. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

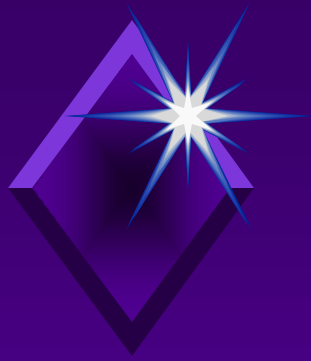


Exhibit B ***(continued)***

- ◆ c.The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- ◆ d.The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- ◆ e.When hiring workers in each construction trade, the contractor or subcontractor agrees to attempt in good faith to employ minority and female workers in each construction trade consistent with the applicable employment goal prescribed by N.J.A.C. 17:27 7.3; provided, however, that the Division of Contract Compliance and EEO Office may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Division of Contract Compliance and EEO Office is satisfied that the contractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Affirmative Action Office, that its percentage of active "card carrying" members who are minority and female workers is equal to or greater than the applicable employment goal prescribed by N.J.A.C. 17:27 7.3, promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:



Exhibit B ***(continued)***

- ◆ (A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as supplemented and amended from time to time. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five days prior to the commencement of construction work, the contractor or subcontractor agrees directly to attempt to hire minority and female workers consistent with the applicable employment goal. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and female workers consistent with the applicable employment goal, the contractor or subcontractor agrees to be prepared to hire minority and female workers directly, consistent with the applicable employment goal, by complying with the hiring procedures prescribed under (B) below; and the contractor or subcontractor further agrees to immediately take said action if it determines or is so notified by the Affirmative Action Office that the union is not referring minority and female workers consistent with the applicable employment goal

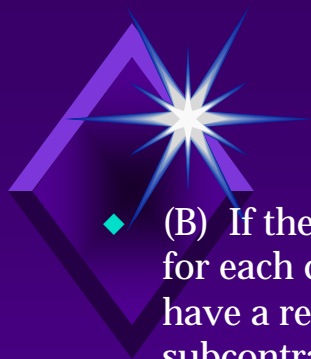


Exhibit B ***(continued)***

- ◆ (B) If the hiring of a workforce consistent with the employment goal has not or cannot be achieved for each construction trade by adhering to the procedures of (b) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions consistent with the applicable county employment goals:
 - ◆ (1) To notify the Public Agency Compliance Officer, Division of Contract Compliance and EEO Office, and at least one approved minority referral organization of its manpower needs, and request referral of minority and female workers;
 - ◆ (2) To notify any minority and female workers who have been listed with it as awaiting available vacancies;
 - ◆ (3) Prior to commencement of work, to request the local construction trade union, if the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, to refer minority and female workers to fill job openings;
 - ◆ (4) To leave standing requests for additional referral to minority and female workers with the local construction trade union, if the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area until such time as the workforce is consistent with the employment goal;
 - ◆ (5) If it is necessary to lay off some of the workers in a given trade on the construction site, to assure, consistent with the applicable State and Federal statutes and court decisions, that sufficient minority and female employees remain on the site consistent with the employment goal; and to employ any minority and female workers so laid off by the contractor on any other construction site in the area on which its workforce composition is not consistent with an employment goal established pursuant to rules implementing P.L. 1975, c. 127;

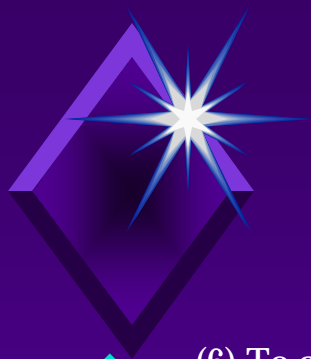


Exhibit B ***(continued)***

- ◆ (6) To adhere to the following procedure when minority and female workers apply or are referred to the contractor or subcontractor:
 - ◆ (I) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required, the contractor or subcontractor shall determine the qualifications of such individuals and if the contractor's or subcontractor's workforce in each construction trade is not consistent with the applicable employment goal, it shall employ such persons which satisfy appropriate qualification standards; provided however, that a contractor or subcontractor shall determine that the individual at least possesses the skills and experience recognized by any worker's skills and experience classification determination which may have been made by a Public Agency Compliance Officer, union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division of Contract Compliance and EEO Office and provided further, that, if necessary, the contractor or subcontractor shall hire minority and female workers who qualify as trainees pursuant to these regulations. All of the requirements of this paragraph, however, are limited by the provisions of (C) below.
 - ◆ (ii) If the contractor's or subcontractor's workforce is consistent with the applicable employment goal, the name of said female or minority group individual shall be maintained on a waiting list for the first consideration, in the event the contractor's or subcontractor's workforce is no longer consistent with the applicable employment goal.



Exhibit B ***(continued)***

- ◆ (iii) If, for any reason, said contractor or subcontractor determines that a minority individual or a female is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing with the reasons for the determination, maintain a copy in its files, and send a copy to the Public Agency Compliance Officer and to the Division of Contract Compliance and EEO Office.
- ◆ (7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract and on forms made available by the Division of Contract Compliance and EEO Office and shall be submitted promptly to that office upon request.



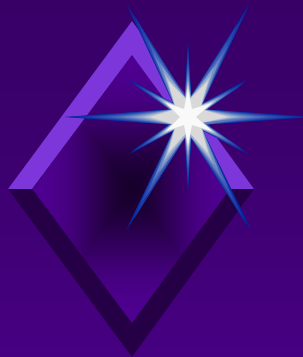
Exhibit B ***(continued)***

- ◆ (C) The contractor or subcontractor agrees that nothing contained in (B) preceding provision shall preclude the contractor or subcontractor from complying with the hiring hall or apprenticeship provisions in any applicable collective bargaining agreement or hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement: provided, however, that where the practices of a union or apprenticeship program will result in the exclusion of minorities and females or the failure to refer minorities and females consistent with the county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to said provisions (B) without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ female and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of the preceding provisions (B) it shall, where applicable, employ minority and female workers residing within the geographical jurisdiction of the union.



Exhibit B ***(continued)***

- ◆ (D) The contractor agrees to complete an Initial Project Manning Report on forms provided by the Division of Contract Compliance and EEO Office or in the form prescribed by the Division of Contract Compliance and EEO Office and submit a copy of said form no later than 3 days after signing a construction contract; provided, however, that the public agency may extend in a particular case the allowable time for submitting the form to no more than 14 days; and to submit a copy of the Monthly Project Manning Report once a month (by the seventh work day of each month) thereafter for the duration of this contract to the Division of Contract Compliance and EEO Office and to the Public Agency Compliance Officer. The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on the job and off the job programs for outreach and training of minority and female trainees employed on the construction projects
- ◆ (E) The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27)



U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract
Compliance Programs
Newark Area Office
134 Evergreen Place, Fourth Floor
East Orange, NJ 07018



February 27, 19 ____

Reply to the Attention of:

President

Dear

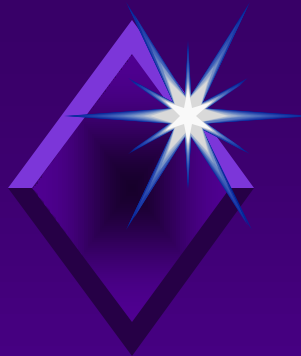
Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 1985.

We found no apparent deficiencies or violations of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director



Form AA-320
Rev. 5/97

**State of New Jersey
AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT**

IMPORTANT: READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALL POINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE

SECTION A - COMPANY IDENTIFICATION

1. FID NO OR SOCIAL SECURITY		3. TYPE OF BUSINESS 1. MFG. <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER <input type="checkbox"/>		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
4. COMPANY NAME					
5. STREET		CITY		COUNTY	STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY		STATE	ZIP CODE
7. DOES THE ENTIRE COMPANY HAVE A TOTAL OF AT LEAST 50 EMPLOYEES? YES <input type="checkbox"/> NO <input type="checkbox"/>					
8. CHECK ONE. IS THE COMPANY <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER					
9. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN N.J. <input type="text"/>					
10. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT <input type="text"/>					
11. PUBLIC AGENCY AWARDED CONTRACT		CITY		STATE	ZIP CODE

OFFICIAL USE ONLY

DATE RECEIVED: MO/DAY/YR	COUNTY	CITY OF STATE (HIGHLIGHTS)	ASSIGNED CERTIFICATION NUMBER
		MINORITY	FEMALE

SECTION B - EMPLOYMENT DATA

12. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority categories, in columns 1, 2 & 3.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES (continued)							
	Col. 1 TOTAL (2000-2001)	Col. 2 MALE	Col. 3 FEMALE	MALE				FEMALE			
				BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craftworkers (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
Total employment from Previous Report (if any)											

The data below shall NOT be included in the figures for the appropriate categories above

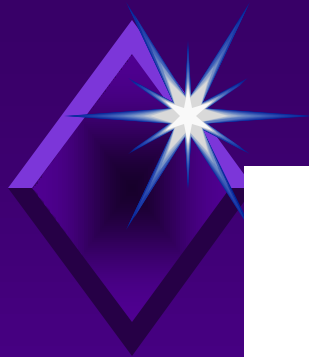
Temporary and Part-time Employees			13. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? 1. VISUAL SURVEY <input type="checkbox"/> 2. EMPLOYMENT RECORD <input type="checkbox"/> 3. OTHER (Specify)			15. IS THIS THE FIRST EMPLOYEE INFORMATION REPORT (AA-320) SUBMITTED? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>			16. FIND DATE OF LAST REPORT SUBMITTED NO. DAY YEAR		
14. DATES OF PREVIOUS REPORTS: FROM TO											

SECTION C - SIGNATURE AND IDENTIFICATION

17. NAME OF PERSON COMPLETING FORM (PRINT NAME) (CONTRACTOR'S REG. OFFICER)		SIGNATURE		TITLE		DATE NO. DAY YEAR	
18. ADDRESS (NO. & STREET)		CITY		STATE		ZIP CODE	

Phone (Area Code, No., Extension)

AFFIRMATIVE ACTION OFFICE



Certification _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

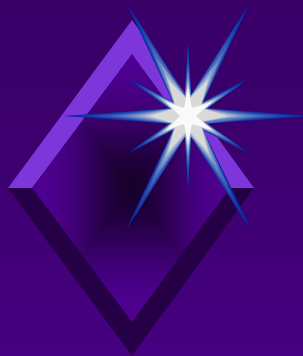
This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of _____.

VOID



State Treasurer

VOID



FORM
AA-201
REV. 5/97

State of New Jersey
INITIAL PROJECT WORKFORCE REPORT - CONSTRUCTION

Official Use Only

Assignment _____

Code _____

READ INSTRUCTIONS ON BACK CAREFULLY BEFORE COMPLETING THIS FORM.
TYPE OR PRINT IN SHARP BALL-POINT PEN.

DISTRIBUTION: Affirmative Action Office, Affirmative Action Office DP, Public Agency, Contractor

1. Name and address of Prime Contractor

(Name)

(Street Address)

(City) _____ (State) _____ (Zip Code)

2. MBE ☐ WBE ☐

3. Name and Address of Public Agency Awarding Contract

Date of Contract Award

Contract No.

Dollar Amount of Contract

4. Name and Location of Project

County _____

5. Trade or Craft	Total Number of Employees			Total Minority and Female Employees			Projected Phase-in Date	Projected Completion Date
	J	AP	Female	J	AP	Female		
01 Asbestos Worker								
02 Bricklayer or Mason								
03 Carpenter								
04 Electrician								
05 Glazier								
06 HVAC Mechanic								
07 Ironworker								
08 Operating Engineer								
09 Painter								
10 Plumber								
11 Roofer								
12 Sheet Metal Worker								
13 Sprinkler Fitter								
14 Steamfitter								
15 Surveyor								
16 Tiler								
17 Truck Driver								
18 Laborer								
19 Other								
20 Other								
21 Other								
22 Other								

5. Completed By (AA Officer) Print or Type

(NAME)

(SIGNATURE)

(TITLE)

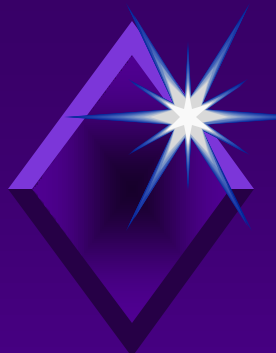
(AREA CODE)

(TELEPHONE NO.)

(EXT.)

(DATE)

AFFIRMATIVE ACTION OFFICE



**TO: DEPARTMENT OF THE TREASURY
AFFIRMATIVE ACTION OFFICE
CN-209
TRENTON, NEW JERSEY 08625-0209**

FROM: _____

Area Code
Telephone: (____) _____
Fax # : (____) _____

**SUBJECT: REQUISITION FOR
AFFIRMATIVE ACTION FORMS**

DATE:

**PLEASE SEND TO OUR OFFICE A SUPPLY OF THE FOLLOWING
AFFIRMATIVE ACTION FORMS:**

**() AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT
FORM A.A.302.**

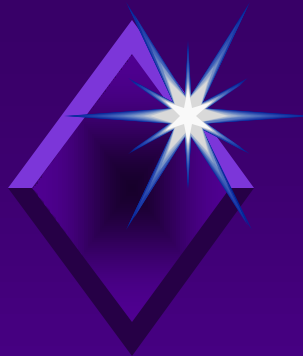
**() INITIAL PROJECT MANNING REPORT
FORM A.A.201.**

PLEASE SEND THE FORMS TO THE OFFICIAL DESIGNATED BELOW:

NAME: _____
TITLE: _____
ADDRESS: _____

Area Code
Telephone: (____) _____
Fax # : (____) _____

**PUBLIC AGENCY OFFICIAL'S
SIGNATURE**



Please return this form to the:

**Department of the Treasury
Affirmative Action Office
CN-209
Tranton, New Jersey 08625-0209**

**The designated Public Agency Compliance Officer (P.A.C.O.)
is:**

Public Agency: _____

Name: _____

Title: _____

Business Address: _____

Area Code

Telephone: (____) _____

Fax # : (____) _____

☐ **No person currently serving as the P.A.C.O.**

☐ **The P.A.C.O. will be appointed at the next
Board/Council meeting. A copy of the resolution
designating the appointee will be sent to the
Affirmative Action Office.**

☐ **Additional technical assistance is requested.**

Public Agency Official's Signature